

BOARD OF SELECTMEN

January 13, 2009
Minutes

The Board of Selectmen met on Tuesday, January 13, 2009 in the Town Hall Clark Room. Those present were Selectmen Douglas A. G. Stevenson, John D. Williams, William R. Tice, Jr., Alan Carpenito, Timothy F. Hult, and Town Administrator Madonna J. McKenzie.

Town Administrator Report

The first item for discussion was the Town Clerks fees. Charlene Hinton was present with a list of fee change recommendations. She said the main fees she wanted to draw the Boards attention to were the new fees for Foreign Adoption, Out of State Death Certificates, Home Births, and Changes to Birth/Marriage/Death Certificates. Charlene said these types of documents require special paper and are very tedious to complete, therefore she recommended the cost of \$50.00 for each. On a motion made by Mr. Tice and seconded by Mr. Carpenito, it was unanimously **VOTED** to approve the fees for the Town Clerk's Office presented by the Town Clerk this evening, effective January 14, 2009. Charlene also spoke briefly about the dog license fees.

Mrs. McKenzie passed forward a few invoices that the Board needed to approve for payment. Mrs. McKenzie said the Historical Commission and Board of Selectmen both need to sign off on these invoices. They were invoices from the CPA article for the Historical Society to preserve and exhibit artifacts. On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to authorize the Chair to sign-off on the bills for the Historical Society in the amount of \$2,210.31.

Mrs. McKenzie asked the Board to sign the ABCC form for the Fern's Beer and Alcohol License, which was inadvertently forgotten at the November 25, 2008 meeting.

The Board received a request from the Carlisle Garden Club to use a meeting room in Town Hall for a meeting on the morning of February 6th. Mrs. McKenzie explained that since this does not fall into the Town Hall Use policy norm, she was asking the Boards approval this evening. On a motion made by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to authorize the Carlisle Garden Club to use the meeting room in Town Hall on February 6th from 9 a.m. to 10:30 a.m.

Mrs. McKenzie presented the Board with a Proclamation for retired firefighter David Duren. The Board will present the Proclamation to Mr. Duren at the employee recognition event at the Fire Station on Wednesday, January 14th. On a motion made by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to sign the proclamation in recognition of David Duren's service to the Fire Department.

Mrs. McKenzie passed forward to the Board the recent Town Counsel correspondence and updates on legal matters.

Trench Opening Fees

Board of Selectmen
January 13, 2009
Approved: Jan. 27, 2009

Building Inspector John Luther was present to talk to the Board about the proposed fees for trench opening permits. He noted, as it was previously pointed out at another meeting, the Town is now required by the state to issue a trench opening permit. He said any excavation that is deeper than 36 inches and less than 15 feet wide is a trench. He talked about the specific situations that would need this permit, such as cisterns, septic systems, and wells. He said there are no inspections required after this permit is obtained but he would most likely go by the site and look at the trench. He said the \$100 flat fee will cover himself, the paperwork and the Board of Health engineer. Mr. Stevenson asked how the process will be handled because the Building Department is only open three days a week. John said he would make the necessary arrangements, and if necessary mail the permits to the residents. He explained how he is working with the Board of Health on this matter too. There was a discussion over the septic system and well installations in homes. The Board asked Mr. Luther to change one line on the fee list to include well with septic systems. On a motion made by Mr. Tice and seconded by Mr. Carpenito it was unanimously **VOTED** to approve the Massachusetts Department of Public Safety Trench Permits fee schedule dated December 17, 2008 with the addition of where it says septic system, it will say 'septic systems and or wells'.

Wind Turbine Bylaw

Present for the discussion on the draft of the Wind Turbine Bylaw were Keith Therrien and Elizabeth Barnett. Mr. Tice, who is also a member of the Accessory Alternative Clean Energy Generation Committee, said the Committee has sent the draft bylaw to Town Council for review. A power-point presentation was given by Keith Therrien. He started with a brief background on why the Committee was formed. Keith said their mission was to draft language for a residential wind conversion system and solar energy bylaw for the Selectmen. He said they looked at the bylaws from other communities for guidance. He added that Massachusetts does have a Solar Bylaw but it was not helpful. Keith said wind turbines come in three different categories. The small ones for residential areas are about 50 kilowatts. He said the medium size range between 100 to 200 kilowatts. The largest ones, as he referred to as 'monsters' are in the 100 meter range. Keith said the correct size for Carlisle would be the residential type. Keith talked about the next steps for the Committee. He said they have asked Town Counsel to review the draft bylaw language. Keith said they will circulate the draft bylaw to the Town Boards and Departments and revise it based on any input. The Committee will then submit the bylaw to the Planning Board. It is their expectation that the Planning Board will hold a Public Hearing on February 23rd relative to the bylaw. The final step will be to put the bylaw on the Annual Town Meeting warrant. Mr. Hult asked about the height and noise of the turbine. Keith said the noise is as loud as a refrigerator. The height is about 120'. The maximum speed of the turbine is approximately eight miles an hour. Keith said the wind direction and the correct installation of the turbine is very important. Mr. Hult asked about what size lot would be needed to withstand a wind turbine. After discussion about where to position a unit, it was determined it would be best to have a minimum of four acres so that if the unit would fall, it would fall out of harm's way. In reply to Mr. Carpenito, the bylaw does limit one unit per lot. In reply to Doug, Keith said these types of turbines would not work for the Carlisle Public School; they are intended for residential use. Mr. Stevenson confirmed that they will move on to the public hearing with the Planning Board. He thanked Keith and the Committee for all of their hard work.

Review Warrant Draft 1 – Budget Requests

Mrs. McKenzie said this warrant includes every item that has been brought to her, including the articles that were going to be on the Special Town Meeting. Mrs. McKenzie said the Conservation Commission may be putting a bylaw on too. Mr. Stevenson said he wanted to briefly go through the articles. [Draft Warrant Attached]

Article 1 is the standard Town Reports.

Article 2 is any fiscal 2009 budget transfers.

Article 3 is a fiscal 2009 transfer to CCRSD as possible shortfall

Article 4 is for the salaries for elected officials.

Board of Selectmen

January 13, 2009

Approved: Jan. 27, 2009

Article 5 is for the operating budget.
Article 6 is for the Capital Equipment.
Article 7 is the Capital Outlay Expenditure for the Concord Carlisle Regional School District improvements, in the amount of approximately \$750,000.00.
Article 8 is the Capital Outlay Expenditure for the Department of Public Works. The amount was not determined yet.
Article 9 is the Capital Outlay Expenditure for the Fire Department Cisterns.
Article 10 is the Capital Expenditure for a Fire Truck.
Article 11 is the Capital Expenditure for the CPS – Renovation/Replacement Debt Exclusion, which was originally for the Special Town Meeting.
Article 12 is for the Re-valuation.
Article 13 is to fund the Actuarial services.
Article 14 is to fund the Open Space and Recreation Plan.
Article 15 is to fund professional Services for the Council on Aging, that is, the Social Worker.
Article 16 is the Fiscal year 2010 Reserve for Debt services - MSBA Transfer
Article 17 is the Fiscal Year 2010 Stabilization Account Transfer, vote to transfer from the Stabilization Account to apply to the payment of principal and interest on debt service on Wang Coombs.
Article 18 is the Fiscal year 2010 Free Cash transfer into the Stabilization account
Article 19 is the free cash transfer to a surplus account for the Concord Carlisle Regional School.
Article 20 is any override that may be proposed.
Article 21 would be for an override for the Concord Carlisle Regional High School.
Article 22 Free Cash transfer to support expenditures of Fiscal Year 2010.
Article 23 is the annual authorization of the Department Revolving Funds.
Article 24 is the annual Chapter 90 authorization.
Article 25 is the annual vote to grant Real Estate Tax exemption.
Article 26 is the Community Preservation Act Authorization.
Article 27 references the inclusion of the Town Clerk under Chapter 152.
Article 28 is the Dog License Fee increase.
Article 29 is the acceptance of Carriage Way as a Town Road.
Article 30 is related to the Waste-management agreement.
Article 31 is the Acquisition of Easements.
Article 32 is for the Mosquito Control.
Article 33 is for the Wind Turbine Bylaw.
Article 34 is for the Wireless Bylaw Revisions.

Mrs. McKenzie asked the Board if they would consider combining a few articles to shorten the list as it was suggested by the Town Moderator [also done by other communities].

Mr. Stevenson then went over the Ballot questions and the election of officers.

Finance Committee chairman David Model was present to talk about the budget. He said there has been an increase in new growth of 15% but FY10 State Aid has been reduced by 15%. He said the guideline letter went out informing everyone of a zero percent increase in their budgets for the second year in a row. He said the FinCom heard from some of the departments relative to override requests. At a preliminary level, he said the FinCom can see about \$150,000.00 of requests that might be worth giving. The aforementioned \$150,000.00 includes CPS k-8 but does not include any above guideline requests from the CCHS.

The next issue for discussion was the salary increase that the Personnel Board recommended and the Board of Selectmen approved for non-contractual employees which was 2.5%. The FinCom discussed reducing the increase to 2% or having a zero increase. This reduction would be a savings of \$10,000.00. The Board decided not to change the original vote of a 2.5% salary increase.

David said at the January 27th or February 10th meeting the FinCom will have an override number.

Board of Selectmen

January 13, 2009

Approved: Jan. 27, 2009

In regard to FY09 Larry Barton said that although it is not certain at this point, the Town should prepare for a 10% cut in state aid. The total amount for the Town is approximately \$150,000.00. Mr. Stevenson said he is recommending, together with the Finance Committee, that every department develop a scenario based on a 2% reduction in their department. Then within a week or two, the Board can develop a plan on how the Town can absorb a \$150,000 cut in State aid. A letter will be sent from the Board of Selectmen this week requesting this information from the Departments.

Liaison Reports

Mr. Williams said Mr. Chen will attend the next meeting to discuss the 'LIP' [Local Initiative Project] project. He also said the Carlisle Housing Trust will meet on Thursday at 7:30 p.m. The Housing Authority will attend that meeting and they will give an overview on Benfield. They will also be at the Board of Selectmen meeting on January 27th.

Mr. Hult said the Highland Building Study Group has a project - the Highland Building Base Renovation. He presented the Project Application. Mr. Hult said the original amount that was being requested for the project was \$409,000.00, but he added 10% more to that amount to total \$450,000. He said it is important to get this project done in a relative time period. He asked the other Board members to approve the application. Mr. Hult mentioned that there were a total of four Community Preservation Applications submitted. They were Open Space Plan for \$15,000.00, the Bog House enhancements, Library, and this one. He said the committee will meet next week, and then on February 2nd and 3rd. On a motion made by Mr. Williams and seconded by Mr. Carpenito it was **VOTED** to make an application to the Community Preservation Committee for funds to renovate the Highland School Building.

Mr. Hult also said that he and Mr. Carpenito are working on Chief Sullivan's contract. He said that an Executive Session will be on the next Selectmen's meeting agenda to discuss this matter.

Mr. Carpenito asked everyone to check in on their elderly neighbors during this severe weather.

Appointments

On a motion made by Mr. Tice and seconded by Mr. Williams it was unanimously **VOTED** to appoint Justin Romeo to the Cable Advisory Committee.

Minutes

On a motion made by Mr. Tice and seconded by Mr. Carpenito, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen's meeting of December 23, 2008.

Executive Session

At 10:00 p.m. a motion was made by Mr. Tice to go into Executive Session, not to return to open session, for the purpose of discussing a bargaining unit. The motion was seconded by Mr. Williams and the following roll call vote was taken: Stevenson – aye; Williams – aye; Hult – aye; Tice – aye; and Carpenito – aye.

Respectfully submitted by Margaret M. deMare